



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF MEDICAL EXAMINER

Class No. 002180

■ CLASSIFICATION PURPOSE

To manage, direct, and administer the activities of the Medical Examiner's Office and to investigate and determine the circumstances, manner and cause of all sudden, violent or unusual deaths and deaths due to apparent natural causes in cases where the decedent has not been seen by a physician within 20 days prior to death, or in those cases where the attending physician is unable to determine the cause of death; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Chief Medical Examiner is a one-position executive management class allocated to the Medical Examiner's Office. The Chief Medical Examiner is a licensed physician and board certified Forensic Pathologist in the State of California responsible for acting as principal staff and managing the activities of the Medical Examiner's Office.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, and evaluates departmental functions, services, work units, and staffing patterns for medical examiner investigators assigned as investigative peace officers, fee-for-service and staff forensic pathologists, laboratory technicians, examining room personnel, administrative and secretarial support staff.
2. Coordinates work activities with local military personnel, police, health agencies, district attorney, public administrator, and other elective and appointive officials.
3. Establishes short and long range plans to meet projected service levels.
4. Prepares reports and presentations summarizing legal and medical issues and the scope and level of services, revenue sources, fees for services, cost estimates and time projections.
5. Determines the mode of death and autopsy protocol to establish the cause of death.
6. Assigns and reviews cases to subordinate staff.
7. Ensures the preservation of physical and medical evidence and departmental case files in accordance with professional standards and state regulations.
8. May testify in court or to the Grand Jury.
9. Develops annual budget and monitors revenue and expenditure transactions, conducts fiscal analysis and prepares cost projections.
10. Identifies operational problems and formulates appropriate solutions.
11. Supervises subordinate staff.
12. Ensures uniform application of civil service and personnel regulations.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Statutes, ordinance, polices, and regulations concerning coroner/medical examiner activities in death investigations.
- Laws, rules, and regulations of the California State Board of Funeral Directors and Embalmers and the California Health and Safety Code pertaining to coroner/medical examiner operations.
- Rules of evidence collection and preservation techniques.
- Medical terminology and standard abbreviations.
- Policy/procedure development and implementation methods.
- Principles of public administration including personnel or human resources management, fiscal management, and accounting.
- Supervision and training methods and techniques.
- Records management and maintenance requirements and techniques relative to coroner/medical examiner operation.
- The General Management System in principle and in practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, and evaluate, the overall activities of the Medical Examiner's office responsible for investigating and determining the cause(s) of deaths.
- Direct the preservation of physical and medical evidence and departmental case files in accordance with professional standards and state regulations.
- Ensure the compliance of statutes, ordinances, policies, and regulations concerning the medical examiner's activities in death investigations.
- Establish short and long range plans to meet projected service levels and apply modern technology to current examiner and investigative methods.
- Establish and implement policies and procedures for the Medical Examiner's operations.
- Prepare and present medical exam findings in court, or to judicial agencies, legal representatives, media, or the public.
- Establish and maintain effective and diplomatic work relationships with members of the legal profession, public, staff, and governmental agencies.
- Prepare annual budget and monitor expenditures and revenue.
- Supervise, train, counsel, and review the work of subordinates.
- Prepare executive-level correspondence and reports.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Operating assigned equipment.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A licensed physician and surgeon AND duly qualified as a specialist in pathology in accordance with the California Business and Professions Code, Section 2135 and California Government Code Section 24010.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Forensic Pathologist Board Certification.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Special Note

This position also serves as a Clinical Professor, coordinating residency training in pathology, in cooperation with the University of California at San Diego (UCSD) Medical School and the San Diego Naval Hospital.

Certification/Registration

None.

Working Conditions

Incumbent will routinely be required to attend evening meetings, press conferences, and scenes of death.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Revised: January 2, 2003
Reviewed: Spring 2004

Chief Medical Examiner (Class No. 002180)

Union Code: EM

Variable Entry: Y